2014-2015
Advising Guide

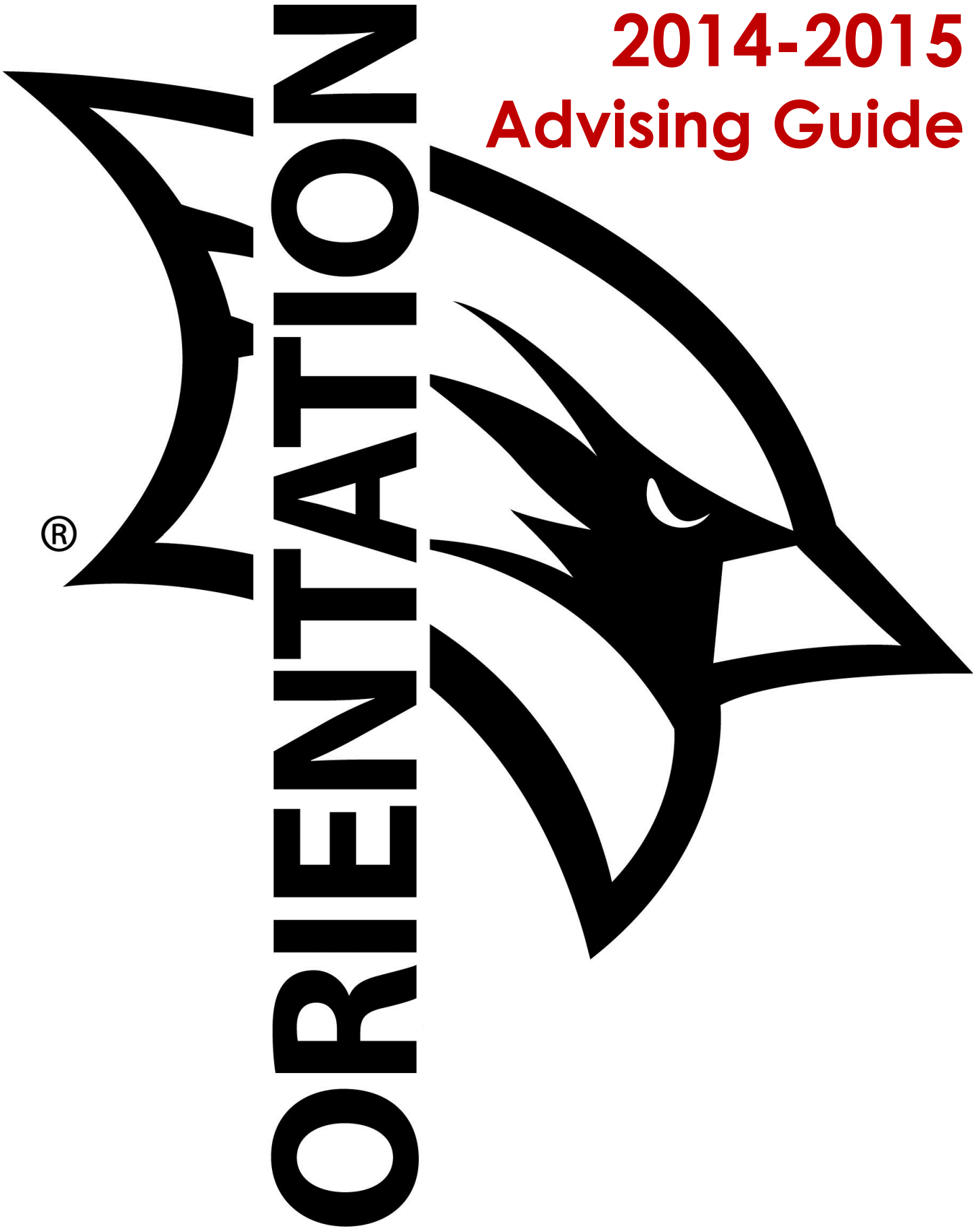


Table of Contents

Who provides Academic Advising?	2
General Degree and Credit Requirements	2
Degree Components	2
Basic Skills Requirements	3
Basic Skills Content Areas and Placement	3
Additional Assessment for Placement in Basic Skills Courses	4
General Education Requirements	5
Notes for General Education Categories	6
Majors and Minors	7
Foundation and Introductory Courses	7
Grade Requirements for Completion of Degree Components	7
Grading Scale	7
Transfer Credit, Including Credit by Examination	8
Transfer Credit Limitations	8
Sample Transfer Equivalency Report	9
Introduction to My SVSU Portal	10
Accessing The My SVSU Portal	11
My SVSU Portal Homepage and Features	11
Self Service (Cardinal Direct)	11
Degree Audit	11
Registration Related Links	11
Course Schedule Lookup	12
Schedule Planner Details	13
Registering for Courses	14-15
Course Request Form	16
Important Reminders for Registration	16
Other Resources to Assist Students	17

Who Provides Academic Advising?

The Student Success Center – Academic Advising and the First Year Programs Office
Wickes Hall Suite 117 ● (989) 964-4286 ● aacsvsu@svsu.edu or peeradvisors@svsu.edu
Advisors are available for walk-in and appointment sessions to help with:

- General advising for all undergraduate students
- Basic Skills, General Education and graduation requirements
- Reviewing academic evaluation/degree audits
- Selecting courses and registration
- Questions about adding/dropping courses
- Declaring or changing majors
- Academic policies and procedures, including academic probation and dismissal

Faculty and Academic Departments
To find your Department Chair's contact information, visit:
http://www.svsu.edu/find/academicdepartmentchairs/
Students are encouraged to call or email departments and schedule an appointment. Faculty advisors and departments can help with:

- Understanding requirements for majors/minors
- Course sequence information and when classes will be offered
- Course substitutions and petitions
- Directed research and independent study opportunities
- Internships, graduate studies, and career opportunities within a specific field

General Degree and Credit Requirements

Graduation requirements for baccalaureate degrees are based on the regulations and requirements printed in the catalog in effect at the time of your initial registration at SVSU. The time limitation on this provision is that no student may graduate under the requirements of a catalog published more than six calendar years prior to the date of graduation.

All students must complete the following requirements in order to earn a bachelor's degree:

- 124 credits minimum needed to graduate for most degree programs (with a minimum of 42 of these credits at the 300-400/junior-senior level).
- Complete all Basic Skills and General Education Requirements
- Complete an approved major,
- Complete an approved minor, if needed,
- Maintain a minimum GPA of 2.0. (Some program require a higher GPA for admission to pre-professional or clinical courses).
- Meet academic residency, which requires that the students complete the following:
    - Complete at least 31 total credits at Saginaw Valley,
    - Complete at least six upper-division (300-400 level) credits in their major and at least three 200 level or higher courses in their minor, and
    - Complete their last semester at Saginaw Valley.

Degree Components

- General Credit Requirements
- Basic Skills Requirements
- General Education Requirements
- Major /Minor

Basic Skills Requirements

Refers to those skills deemed essential for all students to be successful in college. Students should attempt to complete these courses as early as possible in their studies at SVSU.

- Courses numbered below the 100 level do not count toward graduation and are not included in a student's GPA.
- These courses are applied when determining full-time status for financial aid and freshman athletic eligibility.
- Students admitted under a provisional or probationary status may be required to enroll in these courses as a condition of their admission.

Basic Skill Content Areas and Placement

Initial placement will be based on ACT subscores and high school GPA, according to the tables below, or on equivalent transfer credit or transfer GPA.

If ACT scores or equivalent transfer credit are not available, the student will complete a placement test(s).

READING: English 082, 103, or 104

ACT READING SUBSCORE	HIGH SCHOOL GPA	COURSE PLACEMENT
15 or Lower	Any	ENGL 082 - Foundations for College Reading and Learning
16-17	2.99 or Lower	ENGL 103 - College Reading and Learning
18-20	2.99 or Lower	ENGL 104 - Strategies for Academic Success
16-20	3.0 or Higher	Reading Requirements Waived
21 or Higher	Any	Reading Requirements Waived

WRITING: English 080 and/or 111

ACT ENGLISH SUBSCORE	COURSE PLACEMENT
15 or Lower	ENGL 080 - Basic Math Skills
16 or Higher	ENGL 111 - Beginning Algebra

MATH: Math 081 and/or 082

ACT MATH SUBSCORE	COURSE PLACEMENT
16 or Lower	MATH 081 - Basic Math Skills
17-20	MATH 082 - Beginning Algebra
21-22	Courses Requiring MATH 082 as a Prerequisite
23-25	Courses Requiring MATH 103 as a Prerequisite
26-27	MATH 140 - Introduction to Mathematical Analysis
28 or Higher	MATH 161 - Calculus I

Additional Assessment for Placement in Basic Skills Courses

Students who feel they have received an inappropriate placement into Basic Skills courses may request an additional assessment through the appropriate academic department.

Reading Courses
Students may request to complete a reading COMPASS test to challenge initial placement. Students may take this placement test no more than two times. Please email tutor@svsu.edu for retest scheduling and test preparation information.

Writing Courses
Students enrolled in English 080 and 111 courses will complete a brief writing sample during the first week of the semester to ensure accurate placement in writing courses. If a review of the writing sample results in a change of course level, the student will be directed to the Academic Advisement Center for assistance in adjusting his/her class schedule.

Math Courses
Students may try to improve their initial placement by taking a mathematics COMPASS test. Students may take this placement test no more than two times. Please contact the Math Resource Center at 989-964-4648 or www.svsu.edu/mathcenter for retest scheduling and test preparation information.

Please Note: Students are advised to schedule Math retesting as soon as possible. The longer a student waits to retest the more difficult it will become to adjust class schedules as courses continue to fill. Students should complete retesting and any subsequent schedule adjustment prior to the start of classes. All University policies regarding course schedule changes and tuition refunds will be enforced regardless of when students retest.

Students receiving scholarships, financial aid, or other federal/state benefits may be responsible for a balance in tuition and fees as a result of course withdrawal per mandated federal aid adjustments.

ADVISING TIP: *JUST DO IT!*

Students should make every effort to complete their Basic Skills requirements as soon as possible. These courses are designed to help students develop necessary skills in order to be successful in college. Basic Skill courses serve as prerequisites for other courses and students who delay enrollment in Basic Skills classes often limit their registration options in future semesters.

General Education Requirements

General Education refers to that part of a student's education that contributes to the breadth of knowledge needed to be a more effective citizen of a complex and culturally diverse world. It supports the student with the skills and perspectives that will not always be gained from a specialized program of study. The major goal of General Education is to develop students' capacity to think critically, reason logically, and communicate effectively in a wide range of disciplines beyond their major field.

- Students should be aware of major or minor requirements that will also apply toward General Education requirements (ex. any major that is required to take Psychology 100 can also use this course to complete category 6 of the General Education program).

2014-2015 General Education Requirements

Student Objectives	Content Area /Credit Hrs.	Select from:
1. To read major literary works critically with appreciation and understanding.	Literature 3 cr.	ENGL 202, 203, 204, 205; MFL 205; PHIL 220
2. To appreciate the arts; to understand the arts as a vehicle for human expression.	Arts 3 cr.	ART 100, 130! (CI); MUS 117A, 117B! (CI), 117C, 117D, 117E, 117F; THEA 128A, 128B! (CI), 136, 137! (CI)
3. To understand and manipulate numeric data; to respond to arguments and positions based on numbers and/or statistics.	Numerical Understanding 4 cr.	ECON 235; MATH 120A, 120B, 125, 132A, 132B, 140, 161; PS 225! (CI); PSYC 299; SOC 225
4. To understand basic scientific concepts; to appreciate how these concepts are verified through experimentation and observation; and to become knowledgeable and responsible citizens in dealing with the challenges of a sophisticated technological society.	Natural Sciences 7 cr.	Minimum of two departments; must include at least one laboratory course. BIOL 104A, 104B, 105A, 105B, 105C, 111A, 111B, 111C; CHEM 102A, 102B, 111/111L; GEOG 101! (CI)PHYS 106A, 106B, 106C, 107, 111/111L, 211/211L
5. To identify and analyze the significant ideas and events of human history by understanding cause and effect relationships through historical and philosophical investigation, narration, and synthesis.	Historical and Philosophical Understanding 3 cr.	HIST 100A,100B, 100C, 100D, 100E, 110!(CI); PHIL 123, 205A! (CI), 205B! (CI), 205C! (CI), 210A, 210B, 230, 280; RS 100
6. To analyze and interpret social, economic, and political phenomena and human thought processes using techniques and procedures of the social sciences.	Social Sciences 3 cr.	ECON 125; PS 118! (CI); PSYC 100; SOC 112, GEOG 202! (CI)
7. To identify, describe, and understand the workings of important social, economic, and political institutions and the relationship of individuals to these institutions.	Social Institutions 3 cr.	CJ 201! (CI); ECON 221; LAW 208! (CI); PS 123; SOC 111
8. To understand the nature of significant international systems and to step outside of the constraints of one's own society.	International Systems 3 cr.	ECON 200; GEOG 201; HIST 220; HIST/PHIL 213, 215; PS 130! (CI); SOC 280! (CI)
9. To develop greater proficiency in English or a foreign language in general and discipline-specific settings.	Oral Communication 3 cr.	COMM 105A, 105B, 105C; MFL 111, 112, 211 (FREN, GER, PLSH, SPAN, JAPN)
10. To develop greater proficiency in writing effective, researched academic texts in the English language.	Written Communication 3 cr.	ENGL 212; GS 100; HIST 111; HUM 210; PHIL 114; PS 112, RPW 210
C.I. When considering general education enrollment options, please note that students are required to complete two "CI" (communication intensive) courses from two different categories 2 thru 8.	Communication Intensive Requirement	*NOTE: ENGL 111 is a prerequisite for all courses in categories 1 & 10 and for all CI courses*

NOTE: *Requirements for Categories 3, 9, & 10 must be completed within a student's first 75 credit hours or regi*stration *will be blocked. Students admitted under a provisional or probationary status may be required to enroll in these courses during their first semester as a condition of their admission.*

Notes for General Education Categories

PLEASE NOTE: This is a quick-reference guide and is not intended to be a comprehensive listing. Refer to your degree audit for course requirements, or ask an advisor for assistance.

1. **Literature:** *Category prerequisite:* All Reading and Writing Basic Skills requirements completed. Certain majors are required to complete specific courses in this category: Elementary Education majors (ENGL 205).
2. **Arts:** Certain majors are required to complete specific courses in this category: Theatre (THEA 128A), and Music majors (MUS 117B!).
3. **Numerical Understanding:** Please be aware of prerequisite requirements, listed below.
   MATH 082 is a prerequisite for: MATH 125,132A, 132B; PS 225(CI); SOC 225
   MATH 103 is a prerequisite for: ECON 235; MATH 120A, 120B; PSYC 299
   MATH 120A is a prerequisite for: MATH 140
   MATH 140 is a prerequisite for: Math 161
   MATH 120A, 140 and 161 comprise the Algebra / Calculus core.
   Certain majors are required to complete specific courses in this category: Elementary Education (MATH 132A or 132B), Business (ECON 235 and MATH 120B), Science and Engineering (MATH 120A, 140, and/or 161), College of Health and Human Services majors (MATH 132A or 132B), Political Science (PS 225!), Psychology (PSYC 299), and Sociology majors (SOC 225).
4. **Natural Sciences:** Students must take two courses from two different departments; one course must include a lab. Courses numbered 111 and higher are not intended for non-science majors. Certain majors are required to complete specific courses in this category: Science and Engineering (multiple courses, see degree audit), most College of Health and Human Services majors (*BIOL 111A and CHEM 111/111L),* and Elementary Education majors (check the Integrated Science listings in their program for registration options).
5. **Historical and Philosophical Ideas:** Certain majors are required to complete specific courses in this category: History (HIST 100 B or 100C and 100D or 100E), Elementary Education (HIST 100B), Computer Science and Computer Information Systems (PHIL 205A! or 201B), Engineering (PHIL 210B), Athletic Training, Occupational Therapy, Health Science, and Medical Laboratory Science majors (PHIL 205B!).
6. **Social Sciences:** Certain majors are required to complete specific courses in this category: Psychology, Education, Management, and most College of Health and Human Services majors (*PSYC 100)*, Elementary Education (GEOG 202!), and Political Science majors (PS 118!).
7. **Social Institutions:** Certain majors are required to complete specific courses in this category: Business majors (ECON 221), Political Science and Elementary Education (PS 123), Criminal Justice (CJ 201!), and Occupational Therapy majors (SOC 111).
8. **International Systems:** Certain majors are required to complete specific courses in this category: Elementary Education (GEOG 201), and Political Science majors (PS 130!).
9. **Oral Communication:** Certain majors are required to complete specific courses in this category: Communications and Business (COMM 105A), Elementary Education (COMM 105B), Health Science and Occupational Therapy (COMM 105A or 105B or 105C), and Foreign Language majors (SPAN/FREN 211).
10. **Written Communication:** *Category pre-requisite*: All Reading and Writing Basic Skills requirements completed. Certain majors are required to complete specific courses in this category: History (HIST 111), and Occupational Therapy majors (ENGL 212)

Communication Intensive Requirement: Students are required to complete two courses designated Communication Intensive (CI) from categories 2 through 8. Some majors require CI courses as a part of their program. All students should be cognizant of the CI requirement when planning and selecting General Education courses.

Majors and Minors

- A **major** refers to a student's primary field of study.
- A **minor** is a secondary area of study that generally complements a student's major.
- Most majors require a minor, but some programs require extensive prerequisite or foundation courses that take the place of a minor (ex. Engineering and Business programs).

Foundation and Introductory Courses

Foundation courses are typically from outside a particular field of study that form an essential base within that curriculum.

- For example, Engineers need background in Physics, Chemistry, and Calculus, while Nursing majors need an understanding of Chemistry, Anatomy, and Microbiology.

Introductory courses are basic courses that introduce students to a certain field of study.

- Some programs have introductory courses appropriate for all students, and often required within that major. CJ 201! and PSYC 100 are examples of this type of introductory level courses. These are typically General Education options.
- However, some introductory level courses have prerequisites or require field work and may not be appropriate for freshmen. These courses are often not included in General Education options, and are only listed within degree requirements.

Grade Requirements for Successful Completion of Degree Components

Students are required to achieve a grade of "C" or higher for successful completion of Basic Skills courses, foundation and prerequisite courses, and major and minor courses. A "D" grade is only allowed in General Education courses that are not required for a major/minor.

- Grades from transfer courses are not included when calculating the SVSU GPA.

Grading Scale

A	(4 honor points)
A-	(3.7 honor points)
B+	(3.3 honor points)
B	(3 honor points)
B-	(2.7 honor points)
C+	(2.3 honor points)
C	(2 honor points)
D	(1 honor point) "D" grades will not meet Basic Skills or Major/Minor requirements.
F	(0 honor points) Failed - Credit is included in GPA calculation, but no credit is earned.
P	Completion at "C" or better level for course taken as Pass/Fail or Pass/No Credit - Credit is earned, but is not included in GPA calculations.
N	No Credit earned for a course taken as Pass/No Credit
I	Incomplete work still in progress
W	Withdrawal after the end of the add/drop period through the ninth week of the semester
WP	Withdrawal while Passing in the 10th or 11th week of the semester
WF	(0 honors points) Withdrawal while Failing in the 10^{th} or 11^{th} week of the semester - Credit is included in GPA calculation, but no credit is earned.

Transfer Credit, Including Credit by Examination

Students must submit official records directly from the source institution for all transfer courses, including credit by examination reports. Upon receipt of these records the Registrar's Office will evaluate the transcripts according to the general policies of the University and subject to the review of the appropriate academic department. A Transfer Evaluation Report (TER) provides students with an official record of how their credits transferred to Saginaw Valley.

- The University will review unofficial or incomplete transcripts to assist students at the time of their initial enrollment, but all students must submit official records from the source institution in order to receive credit. **Students who do not provide official final records will not be fully admitted to SVSU and are prohibited from further enrollment until these records are received.**
- The minimum acceptable grade for transfer credits is a "C-". Courses with a grade below "C-" are not transferable.
- Appeals of transfer credit evaluations must be made in writing to the Associate Registrar and should include appropriate supporting materials (i.e. course descriptions, syllabi, etc).
- All Advanced Placement (AP) credits require a minimum score of "3" or "4" in order to receive credit at Saginaw Valley, depending on the test. Scores for other forms of credit by exam may vary depending on the testing source.
- Remedial courses do not transfer to Saginaw Valley, but equivalencies of these courses are recognized for completing Basic Skill requirements and in meeting course prerequisites.

Transfer Credit Limitations

The following limitations apply to all sources of transfer credit:

1. The maximum number of credits accepted from all sources is 93 credits.
2. The maximum number of credits accepted from all two-year institutions is 62 credits.
3. For students whose total transfer credits exceed the above mentioned limitations, the University will transfer the maximum acceptable number of credits that best apply toward a specific major or academic program.
4. Transfer credits are not included when computing the SVSU GPA. Grades received from transfer credits are not included in the SVSU GPA, but these grades may be referenced by individual academic departments when granting admission to their respective programs.

ADVISING TIP: *PROCRASTINATION = BLOCKED*

Students with incomplete or unofficial records are prohibited or "blocked" from registration if their official records have not been received by the university. You will not be able to register beyond your first semester so make sure your records have been sent and received by Saginaw Valley. Don't delay this process!!

Sample Transfer Equivalency Report

These are the courses completed at the original transfer

…this is how they transfer to SVSU

ruary 28 2007 TRANSFER EQUIVALENCY REPORT
42

7777 Josephine B. Student Institution: Delta College

d Programs: BSME

T R A N S F E R		E Q U I V A L E N T	
urse	Credits	Course	Credit
EGR*215	3.00	ME*251 Engineering Statics	3.00
EGR*216	3.00	ME*252 Engineering Dynamics	3.00
PHY*211	5.00	PHYS*211 Analytical Physics I PHYS*211L Introductory Physics I Lab	4.00
MTH*162	4.00	MATH*162 Calculus II	
ART*151	3.00	ART*1C2 100-level category 2 elective	3.00
PHY*212	5.00	PHYS*212 Analytical Physics I PHYS*212L Introductory Physic	
MTH*261	4.00	MATH*261 Calculus W/ Analytic	
MTH*097	3.00	MATH*082 Beginning Algebra	0.00
SPH*114	3.00	COMM*105A Fundamentals of Commun	3.00
PSY*211	4.00	PSYC*100 General Psychology	4.00
EGR*100	1.00	GEN*1EL 100-level elective	
EGR*101	1.00	ME*101 Engineering Careers & Concepts	1.00
LIT*241	3.00	ENGL*203 Hist Appr to Lit	3.00
MTH*119	4.00	MATH*103 Intermediate Algebra	4.00
LW*220	1.00	KINE*2EL 200-LEVEL Elective	1.00
CHM*111	4.00	CHEM*111 General Chemistry I CHEM*111L General Chemistry I	
POL*103	3.00	PS*123 The American Political	
DRF*104	4.00	TECH*1EL 100-level elective	
MTH*151	4.00	MATH*140 Intro Math Anal	
GEO*113	4.00	GEOG*201 World Cult al/Regional Geog	3.00
GEN*MAC	0.00	GEN*MAC MACRAO AGREEMENT	0.00
	67.00	Transfer Credit	62.00

This course does not have a direct equivalent at SVSU, but the "1C2" means it will count as a General Education Category 2 Art course.

Remedial courses do not transfer to SVSU, but they will apply toward the completion of basic skills requirements.

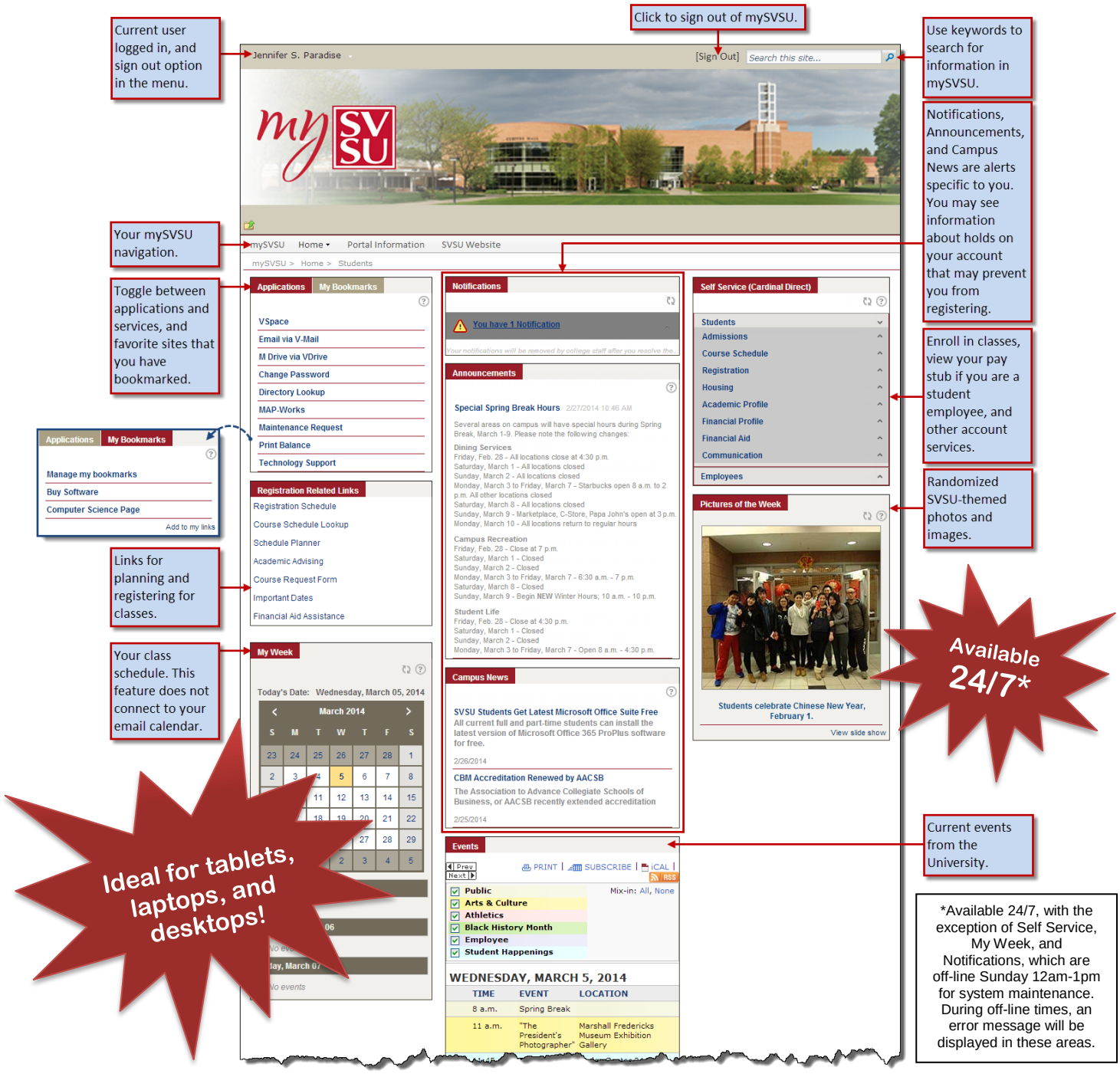
Because this course does not have a specific equivalent at SVSU, it has transferred as a general elective.

This student was awarded the MACRAO stamp by her transfer institution and may qualify for General Education waivers.

Total credits completed at transfer institution

Total credits transferred to SVSU

Introduction to My SVSU Portal:



*Available 24/7, with the exception of Self Service, My Week, and Notifications, which are off-line Sunday 12am-1pm for system maintenance. During off-line times, an error message will be displayed in these areas.

Never leave your computer logged in to My SVSU and unattended since anyone can access your computer and would then have full access to your account in VSpace, VMail, and Self Service.

Sign out when you are finished using My SVSU. If you are using a public computer, close your browser windows after signing out.

Accessing the My SVSU portal

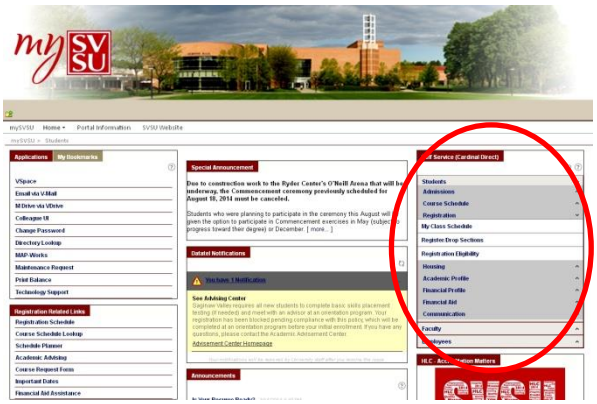
The My SVSU portal can be accessed by visiting https://my.svsu.edu

To access your portal, you will need your SVSU username and password. If you have not activated your account yet, or if you need to reset a forgotten password, follow the instructions below.

My SVSU Portal Homepage and Features

SELF SERVICE (Cardinal Direct):

The new My SVSU portal is SVSU's web-based access to student academic, financial, and employment information and services. The Self Service feature allows students to access the following:



- Degree Audits
- **Online Registration**/Drop Classes
- Registration Eligibility
- Online Degree Audit
- Schedule Planner
- Schedule of Classes
- Course Request Form
- Account Summary
- Make Payments
- Grades/GPA and Transcripts
- Financial Aid Award Letter

Learn more about using the Self Service portion of the My SVSU portal and online course registration on pages 13-14 of this Guide.

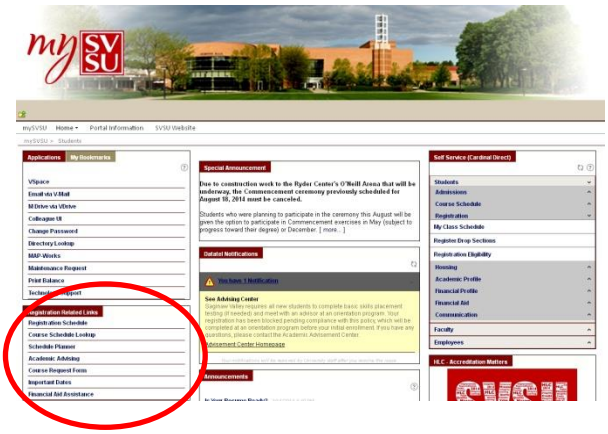
DEGREE AUDIT:

A degree audit lists all of the course requirements necessary to complete your degree.

- All students receive a degree audit at their orientation programs.
- You can also access your degree audit through your The My SVSU portal account, in Self Service. You will find the "Degree Audit" link under the Academic Profile section of the Student Menu.
- Students considering other academic programs may request prospective audits without formally changing their major by emailing the Advisement Center at aacsvsu@svsu.edu . Federal and state privacy laws require that you submit your request through your SVSU email address. Reports will only be returned to a student's SVSU email account.

REGISTRATION RELATED LINKS

This section provides quick access to many important registration tools, such as:



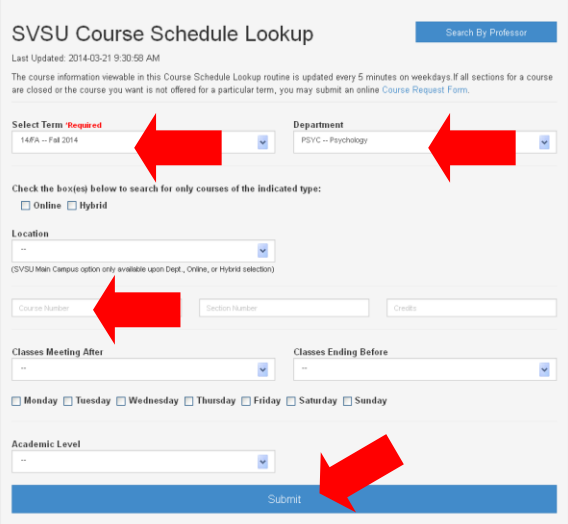
- **Registration Schedules**
- **Course Schedule Lookup (see page 11)**
- **Schedule Planner (see page 12)**
- **Academic Advising Resources**
- **Course Request Form (see page 15)**
- **Important Dates**
- **And more!**

COURSE SCHEDULE LOOKUP:

Before you register for classes you can also search classes individually to see will be offered in a certain semester. Click on the "Course Schedule Lookup" link (located in the Registration Related Links box). This tool also shows the current availability of those courses.

To search for classes and availability:

1. Select the Term
2. Select a Department
3. Type in the Course Number
   (if you'd like to search for a specific class)
4. Click Submit


SVSU Course Schedule Lookup
Search By Professor
Last Updated: 2014-03-21 9:30:58 AM
The course information viewable in this Course Schedule Lookup routine is updated every 5 minutes on weekdays. If all sections for a course are closed or the course you want is not offered for a particular term, you may submit an online Course Request Form.
Select Term *Required
14/FA -- Fall 2014
Department
PSYC -- Psychology
Check the box(es) below to search for only courses of the indicated type:
Online
Hybrid
Location
(SVSU Main Campus option only available upon Dept., Online, or Hybrid selection)
Course Number
Section Number
Credits
Classes Meeting After
Classes Ending Before
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Academic Level
Submit

Your results will appear as shown here:

Course Name and Title	Course Information	Faculty	Stat	Avail	Credits	Acd Lvl	Loc	Term
PSYC*100*01(2706) General Psychology	B 109 LEC MW 12:30 PM - 02:20 PM	M. Borkowski	Open	45	4	UG	UC	14/FA
PSYC*100*02(2708) General Psychology	B 109 LEC MW 10:30 AM - 12:20 PM	M. Borkowski	Open	45	4	UG	UC	14/FA
PSYC*100*03(2710) General Psychology	B 109 LEC TR 12:30 PM - 02:20 PM	L. Hatcher	Open	45				14/FA
PSYC*100*04(2712) General Psychology	B 109 LEC MW 08:30 AM - 10:20 AM	M. Margres	Open	45				4/FA
PSYC*100*05(2714) General Psychology	AM - 10:20 AM	L. Cohen	Open	45				4/FA
PSYC*100*06(2716) General Psychology	PM - 05:50 PM	Staff	Open	45	4	UG	UC	14/FA
PSYC*100*07(2718) General Psychology	C 224 LEC TR 10:30 AM - 12:20 PM	M. Cassar	Open	45	4	UG	UC	14/FA
PSYC*100*08(2720) General Psychology	C 224 LEC WF 10:30 AM - 12:20 PM				4	UG	UC	14/FA
PSYC*100*09(2722) General Psychology	C 224 LEC M 06:00 PM - 10:00 PM				4	UG	UC	14/FA

Availability status including the number of actual seats available

Selected course, section, line number, and course title

Room and course meeting (days/times) information

KEYS TO DECODING COURSE INFORMATION

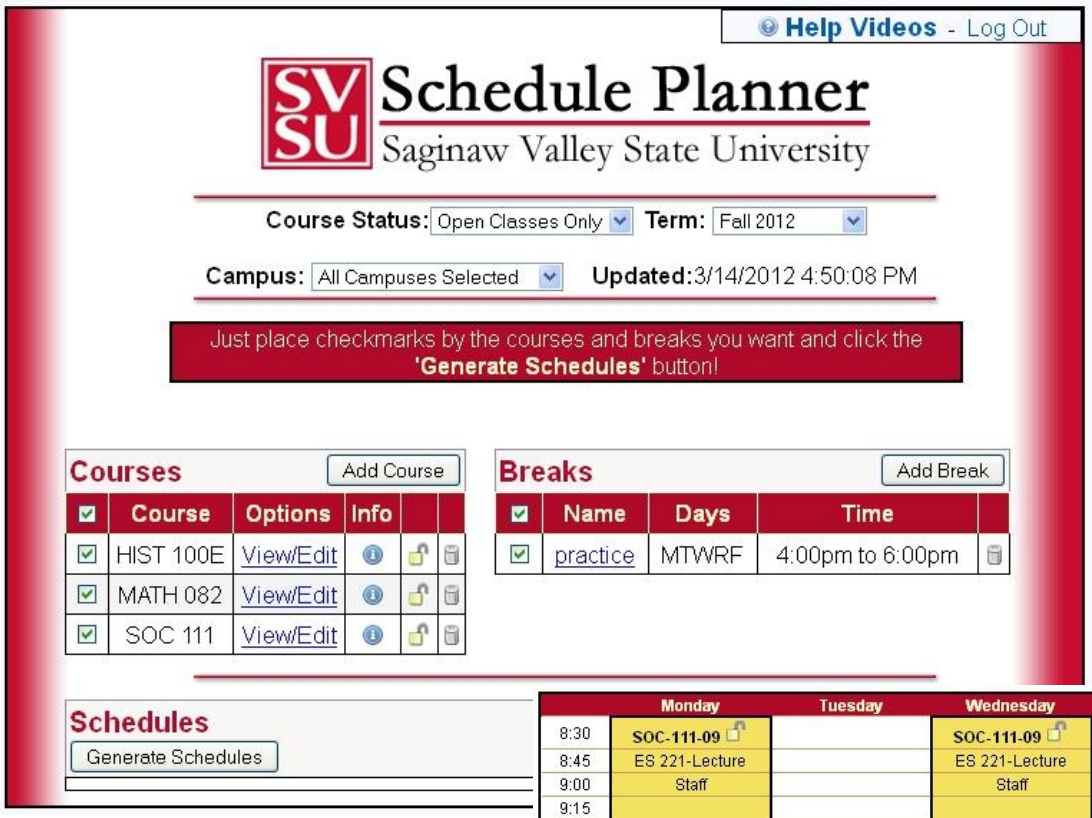
Course Type: **HYB** = Hybrid, **LAB** = Laboratory, **LEC** = Lecture, **ONL** = Online, **REC** = Recitation

Days: **M** = Monday, **T** = Tuesday, **W** = Wednesday, **R**= Thursday, **F** = Friday, **S** = Saturday

Buildings: **A** = Arbury Fine Arts Center, **B** = Brown Hall, **C** = Curtiss Hall, **D** = Doan Center, **EA** = Education Atrium, **EN** = Education North, **ES** = Education South, **FC** = Fitness Center, **H** = Health & Human Services, **P** = Pioneer Hall, **R** = Ryder Center, **RW** = Ryder Center West, **SE** = Science East, **SW** = Science West, **W** = Wickes Hall, **Z** = Zahnow Library

SCHEDULE PLANNER

Schedule Planner is an online application that allows you to quickly and easily view potential class schedules. Log into the My SVSU portal and click on “Schedule Planner” (also located in the Registration Related Links box).You can use this application to see all of the possible combinations of schedules that are available based on the specific courses that you choose.



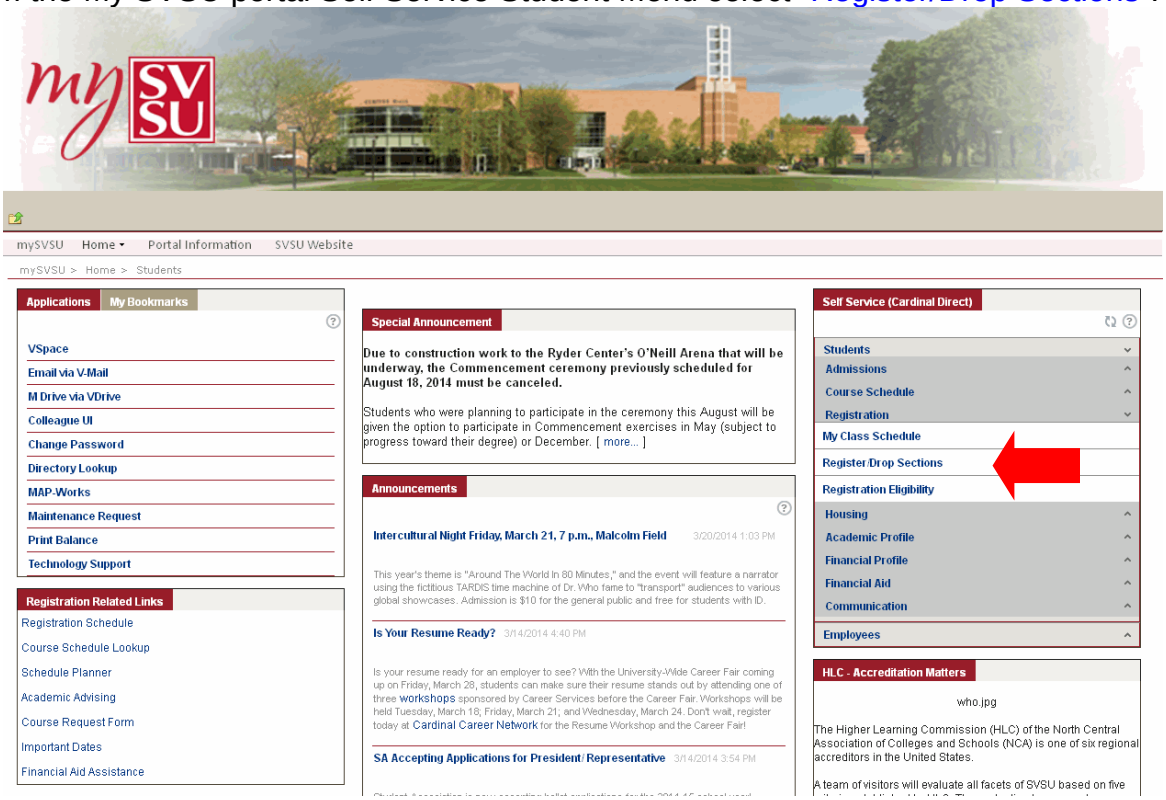
Just follow these simple steps!

1. Add the classes you would like to include in your potential schedules.
2. Schedule any “Breaks” for times you can’t be in class (due to athletic practice, field work, etc.).
3. Check all the boxes and click “Generate Schedules.”

REGISTERING FOR COURSES

After you've signed in to The My SVSU portal, complete these steps to register for a course.

1. From the My SVSU portal Self Service Student Menu select "Register/Drop Sections".


mySVSU Home Portal Information SVSU Website
mySVSU > Home > Students
Applications
My Bookmarks
VSpace
Email via V-Mail
M Drive via VDrive
Colleague UI
Change Password
Directory Lookup
MAP-Works
Maintenance Request
Print Balance
Technology Support
Registration Related Links
Registration Schedule
Course Schedule Lookup
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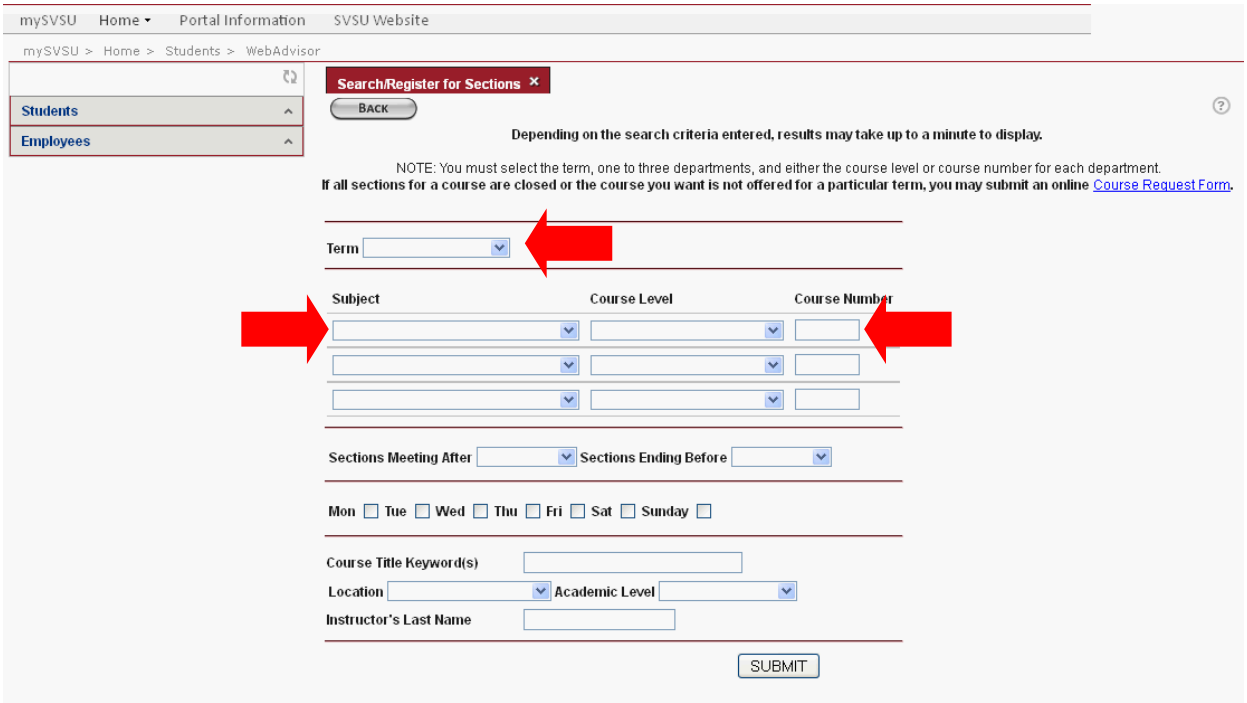
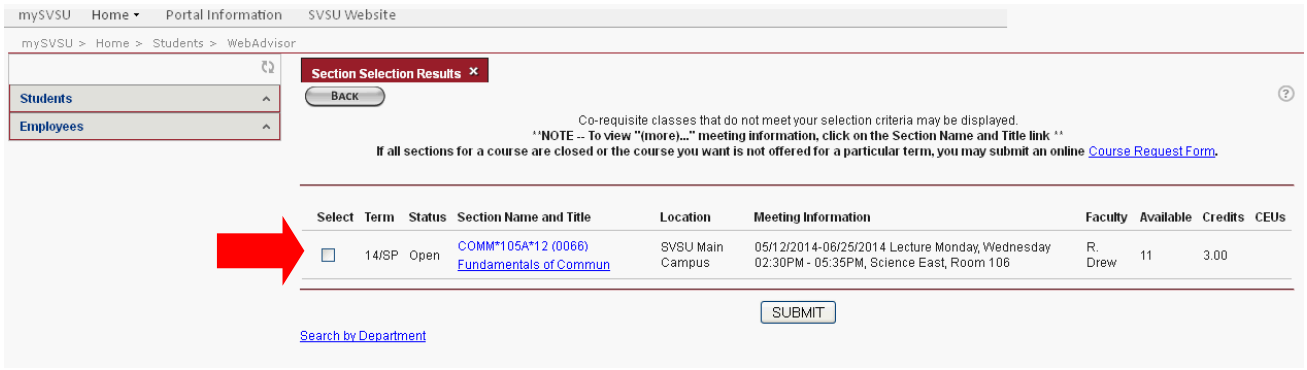
SA Accepting Applications for President/Representative 3/14/2014 3:54 PM
Self Service (Cardinal Direct)
Students
Admissions
Course Schedule
Registration
My Class Schedule
Register/Drop Sections
Registration Eligibility
Housing
Academic Profile
Financial Profile
Financial Aid
Communication
Employees
HLC - Accreditation Matters
who.jpg
The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) is one of six regional accreditors in the United States.
A team of visitors will evaluate all facets of SVSU based on five

2. From the registration menu select "Search by department, select sections and REGISTER".

3. On the drop down menu select the appropriate term, select a department, enter a course number in the course number field, and then click the **SUBMIT** button.


mySVSU Home Portal Information SVSU Website
mySVSU > Home > Students > WebAdvisor
Students
Employees
Search/Register for Sections
BACK
Depending on the search criteria entered, results may take up to a minute to display.
NOTE: You must select the term, one to three departments, and either the course level or course number for each department.
If all sections for a course are closed or the course you want is not offered for a particular term, you may submit an online Course Request Form.
Term
Subject
Course Level
Course Number
Sections Meeting After
Sections Ending Before
Mon Tue Wed Thu Fri Sat Sunday
Course Title Keyword(s)
Location
Academic Level
Instructor's Last Name
SUBMIT

4. From the list of courses that appears select a specific section and click the **SUBMIT** button.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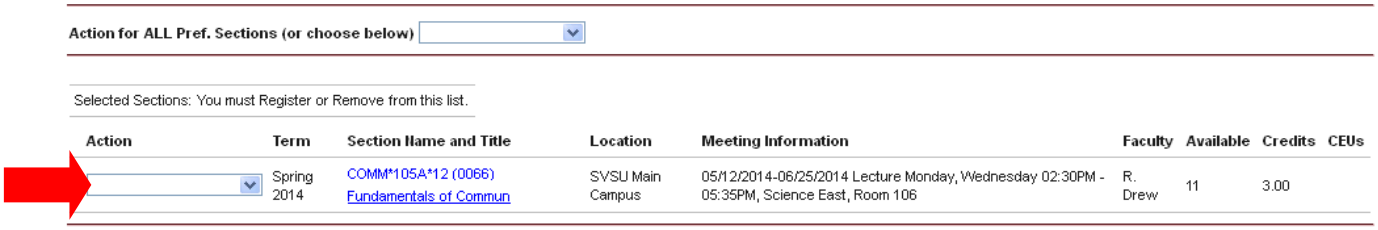
Students
Employees
Section Selection Results
BACK
Co-requisite classes that do not meet your selection criteria may be displayed.
**NOTE -- To view "(more)..." meeting information, click on the Section Name and Title link **
If all sections for a course are closed or the course you want is not offered for a particular term, you may submit an online Course Request Form.
Select Term Status Section Name and Title Location Meeting Information Faculty Available Credits CEUs
14/SP Open COMM*105A*12 (0066) Fundamentals of Commun SVSU Main Campus 05/12/2014-06/25/2014 Lecture Monday, Wednesday 02:30PM - 05:35PM, Science East, Room 106 R. Drew 11 3.00
SUBMIT
Search by Department

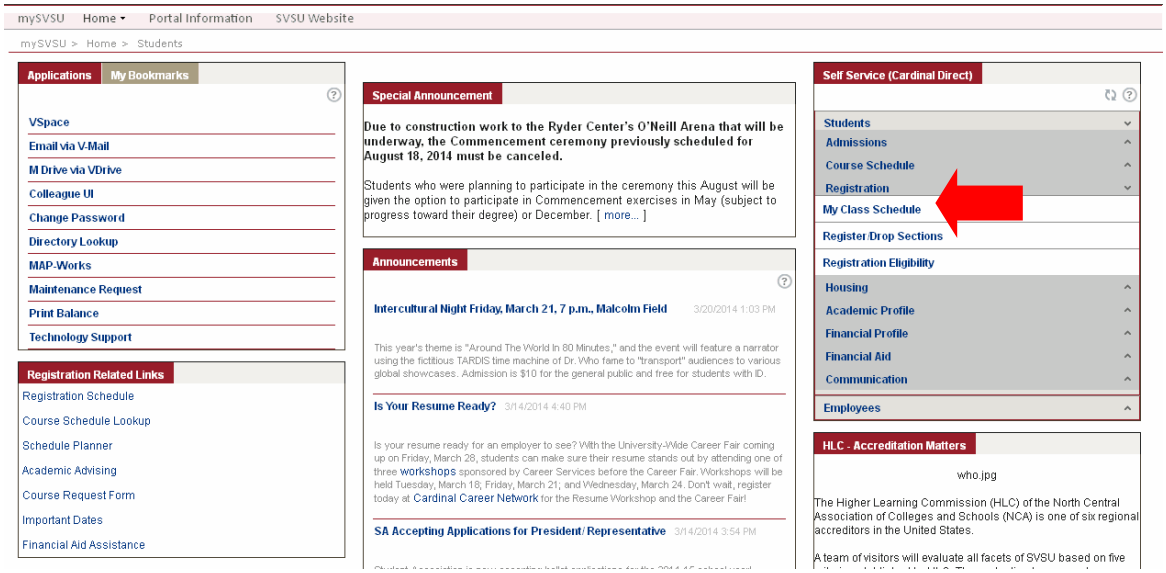
5. The My SVSU portal will now list the course section you have chosen and ask you to either REGISTER or REMOVE the course from your list of potential registration options.

6. To register for the course, select "REGISTER" from the drop down ACTION button and then click the **SUBMIT** button. YOU MUST COMPLETE THIS STEP IN ORDER TO REGISTER FOR THE CLASS.


Action for ALL Pref. Sections (or choose below)
Selected Sections: You must Register or Remove from this list.
Action Term Section Name and Title Location Meeting Information Faculty Available Credits CEUs
Spring 2014 COMM*105A*12 (0066) Fundamentals of Commun SVSU Main Campus 05/12/2014-06/25/2014 Lecture Monday, Wednesday 02:30PM - 05:35PM, Science East, Room 106 R. Drew 11 3.00

7. If registration was successful you will receive a payment notice and the course will be added to your class schedule.

8. **ALWAYS** verify your enrollment through the **My Class Schedule** option on The My SVSU portal's Student Menu page.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Course Request Form
Are you looking for a specific class, but all the sections are full? Or is it not offered at all? Use the Course Request Form to request a section of the class you need! **NOTE - This information is important for planning purposes, but there is no guarantee that a section will be added. Please monitor the Course Schedule Lookup and your SVSU email account for updates.**

- Find a link to the Course Request Form at the top of the Course Schedule Lookup page, or in the Registration Related Links box of the My SVSU portal.
- Login with your SVSU Username and Password.
- Search for the course you need, and submit the form!

Important Reminders for Registration:

APPROPRIATE COURSE LOAD
Students must enroll in 12 credits to be considered full-time, although 15-16 credits per semester are recommended to continue progress toward graduation in a timely manner. Students may not enroll in more than 18 credits per semester in fall or winter, or 9 credits per semester in spring or summer without permission from their academic dean.

TIME MANAGEMENT GUIDELINES
Students should be aware of the demands of the college classroom. In general, students should expect to devote at least two hours of study time for every credit hour in which they are enrolled. For example, a 12 credit schedule will require at least 24 hours of study time OUTSIDE of class for a total of at least 36 hours. Some courses are more rigorous and may require even more study time. Some students will need more time to study depending on the nature/difficulty of the course material and the effectiveness of their study habits.

- Keep in mind that other activities will impact your schedule as well. Employment, involvement in campus organizations and activities, athletics, sleeping/eating/maintaining your health, socializing with friends and family, and other commitments in your life will place additional demands on your time.
- Saginaw Valley hopes that students will experience the richness of collegiate life, but most importantly we want students to be academically successful. Completing your degree and reaching your academic goals is your primary purpose for being here.
- Students are responsible for managing their time and balancing their academic schedules with their personal lives. Please remember that there are only 168 hours in a week and students need to be realistic about how much they must devote to coursework in order to be successful.

DROPPING COURSES
Students may add/drop courses during open registration periods before the start of each semester. You may also withdraw from courses during specified periods within each semester. These periods are listed under the “Important Dates” link in the Registration Related Links box on The My SVSU portal.

- **Students should be aware that dropping a course may impact their eligibility status for athletics, financial aid, scholarships, and enrollment in specific academic programs.** Students should consult with advisers from the Academic Advisement Center and Campus Financial Services Center before withdrawing from a course.

Other Resources to Assist Students

- **Athletics and NCAA Compliance** (for information related to academic eligibility)
  Ryder Center – 964-7300
  athletics@svsu.edu
  http://athletics.svsu.edu/landing/index
- **Bookstore**
  Curtiss Hall – 964-4277
  bookstore@svsu.edu
  http://svsu.bkstore.com
- **Campus Financial Services Center** (start here with any financial aid or payment related questions)
  131 Wickes Hall – 964-4900
  cfsc@svsu.edu
  http://www.svsu.edu/cfsc
- **Career Services**
  Wickes Hall 270 – 964-4954
  careers@svsu.edu
  http://www.svsu.edu/careerservices
- **Center for Academic Achievement** (free tutoring offered for select departments)
  Melvin J. Zahnow Library – 964-7126
  tutor@svsu.edu
  www.svsu.edu/tutor
- **Disability Services** (support services for students with learning and physical disabilities)
  Curtiss Hall 112 – 964-7000
  disability-services@svsu.edu
  http://www.svsu.edu/disabilityservices
- **Information Technology Services** (The My SVSU portal access)
  South Campus B 128 - 964-7225
  support@svsu.edu
  http://www.svsu.edu/its/
- **Library**
  Melvin J. Zahnow Library – 964-4240
  library@svsu.edu
  www.svsu.edu/library
- **Math and Physics Resource Center** (free tutoring for math courses)
  Melvin J. Zahnow Library – 964-4648
  mathtutor@svsu.edu
  www.svsu.edu/mathcenter
- **Registrar's Office**
  151 Wickes Hall – 964-4085
  registrar@svsu.edu
  www.svsu.edu/registrar
- **Scholarships and Financial Aid**
  141 Wickes Hall – 964-4900
  cfsc@svsu.edu
  www.svsu.edu/financialaid
- **Student Technology Center** (individual assistance using course-related software)
  Melvin J. Zahnow Library – 964-2299
  techtutor@svsu.edu
  http://www.svsu.edu/stc/
- **Writing Center** (assistance planning, drafting and revising writing assignments)
  Melvin J. Zahnow Library – 964-6061
  writing-center@svsu.edu
  www.svsu.edu/writingcenter